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## Appendix 1 Terms of Reference

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# Mountain Pine Beetle Action Plan Terms of Reference

November 23, 2006



## 1 INTRODUCTION

This Terms of Reference (ToR) describes the process to be used for the developing and implementing the Mountain Pine Beetle Action Plan for Sundre Forest Products, a division of West Fraser Mills Ltd. It follows the process described in the Alberta MPB Action Plan (Revised Sept 2006\_Ver 2.6). The Terms of Reference will describe the process and timelines used in development of the plan for submission in January 2007.

The Plan is an amendment to the currently approved Forest Management Plan (1996). The Plan will lead into the Detailed Forest Management Plan submission in 2008.

## 2 PLAN DEVELOPMENT

Development of the plan will involve:

- Setting Goals and Objectives
- Setting Timelines
- Developing and implementing a stakeholder communication plan
- Technical Analysis
- Implementation

### 2.1 Goals and Objectives

It is Sundre Forest Products goal to move quickly through the plan development in order that an effective plan can be implemented in May 2007.

The primary objective of the plan is to reduce the number of highly susceptible stands within the Forest Management Unit R10 (Prevention Strategy).

The Prevention (Pine) Strategy focuses on decreasing the MPB spread and outbreak potential by reducing the area of MPB susceptible pine stands. A standardized model (currently Shore and Safranyik) is used to identify the susceptibility of the stands by evaluating stand age and size, species composition, and a measure of climate suitability. Alberta Sustainable Resource Development (ASRD) will use the model results to establish the criteria to distinguish stands with high, moderate and low susceptibility.

The primary tactic is to evaluate the feasibility and effectiveness of harvesting to reduce the risk of MPB spread. The target is to do whatever is practical and feasible to reduce the area of susceptible pine stand to 25% of that currently projected in twenty years.

Other objectives include:

- Development of an effective communication strategy in collaboration with ASRD staff to ensure stakeholders are informed as to the activities to be undertaken as part of the Plan.

- Conserve long-term forest values.

Sundre Forest Products will be using the following documents in development of the Plan:

- Alberta Forest Management Planning Standard (Version 4.1 April, 2006)
- Mountain Pine Beetle Action Plan For Alberta (September, 2006)
- Interpretive Bulletin – Planning Mountain Pine Beetle Response Operations (Version 2.6 September, 2006)
- Mountain Pine Beetle Operating Ground Rules (Pending)

## 2.2 Timelines

Timelines have been developed. Table 1 provides a preliminary time line for completion of the primary tasks.

Tasks currently completed are:

- Initial Plan Development Team Meeting (October 13, 2006)
- Sundre Forest Products Woodland Staff meeting (October 24, 2006)
- Quota Holder – Rocky Wood Preservers Ltd. (October 26, 2006)
- SPIRT Meeting (October 26, 2006)

## 2.3 Stakeholder Involvement

Stakeholders have been identified and a communication plan will be developed and implemented.

The Stakeholders consist of:

- Quota Operators – Coniferous and Deciduous
- Commercial Timber Permit Program Operators
- Sundre Forest Products Public Advisory Group (SPIRT)
- First Nations
- Sundre Forest Products Staff
- Sustainable Resource Development Staff

The Communications Plan is a collaboration between Sundre Forest Products Ltd. and regional Sustainable Resource Development. The intent of the meetings and discussions is to relate the implications of the MPB strategy and analysis on harvest levels, future stand sequencing, future forests, non-timber values, effects of harvest scenarios on tree attribute, haul distance, species composition, future age class and growing stock, along with other issues raised by the stakeholders.

The Communication Plan will be modified through the course of the Plan development. Given the short time line for the Plan's development some communication time lines are unknown.

The final Plan will be presented to Sundre Forest Products public advisory group (SPIRT). Tentatively, the presentation is scheduled for January 2007. .

Appendix 1 provides the current Communication Plan developed jointly between Sustainable Resource Development and Sundre Forest Products

Appendix 2 provides the SPIRT Terms of Reference and Members List.

Upon request SFP staff will be available to present the Plan to the Provincial MPB Advisory Committee. A tentative date of January 2007, for the presentation, is anticipated.

Table 1 MPB Action Plan Timelines

Task	October	November	December	January	February	March	April	May
<b>Submit Terms of Reference</b>	30-Oct-06	11/24/2006						
<b>Plan Development</b>								
Initial Timber Supply Analysis as per Interpretive Bulletin	10/15/2006							
Submit Land base Document		11/24/2006						
Refine TSA to address Harvest level caps and compartment sequencing		Ongoing						
Complete initial Spatial Harvest Sequence		11/15/2006						
Refine Spatial Harvest Sequence		Ongoing						
Initial Grizzly Bear Modelling		11/30/2006						
Initial Water Yield Modelling		11/30/2006						
Finalize TSA				15-Jan-06				
Complete documentation				21-Jan-06				
Submit Plan				30-Jan-06				
Plan Approval								5/1/2007
<b>Communication</b>								
Plan Development Team Meetings	10/13/2006	11/17/2006	12/14/2006	1/15/2006				
SFP Woodland Staff Meetings	10/24/2006							
SFP Sundre Mill Staff Meetings		11/16/2007						
SFP Sundre Mill Staff Meetings		11/23/2006						
SRD Staff Meetings								
SPIRT Meetings	10/26/2006	11/16/2006	12/14/2006	1/18/2006				
Large Quota Holder Meetings	10/26/2006							
CTPP and Smaller Quota Holder Meetings	10/30/2006							
First Nations								
Public								

Completed
Scheduled
Overdue
Tentative
To be Determined
Ongoing

## 2.4 Technical Analysis

The analysis will include a land base classification, non-spatial and spatial timber supply analyses.

### 2.4.1 LAND BASE

Since the approval of the revised timber supply analysis in 2002, Sundre Forest Products has completed a land base classification and redefined the AAC land base to be used in the MPB strategy. A revision is required as newer information was available to better capture the AAC land base. Review and signoff of the land base is pending. Details of the land base classification will be provided under separate cover.

The land base is classified as per Sustainable Resource Development's Stand Susceptibility ratings model and application to provide an index for each stand in the FMU. This information along with a compartment risk rating was used to identify those Rank 1 and 2 stands that are the target of the Plan.

Based on the MPB rank information the net land base will be further refined to exclude areas of small tree size and poor operability.

### 2.4.2 TIMBER SUPPLY ANALYSIS

Initially, three scenarios will be provided as per the interpretive bulletin. They include:

- An analysis using the approved FMP analysis with the revised land base,
- The proposed Pine Strategy, and
- The MPB Outbreak (disaster scenario). This analysis will be completed according the direction provided by ASRD.

The final Plan report will provide a comparison and discussion of the existing harvest sequence, the accelerated harvest to meet the provincial objectives, the disaster scenario, and the preferred scenario. Table 2 provides a summary of the current AAC analysis. The disaster scenario and preferred scenarios will be presented in the final plan.

*Table 2 AAC Summary*

Description	0 – 20 Years	20 + Years	Operable (After 20 Years)
2002 Approved TSA	985,145	1,041,820	NA
TSA with revised Land base. Sets target SSI Area after 20 Years.	909,935	909,935	139,483
ASRD strategy to reduce susceptible stands to 25% or baseline at Period 2	1,608,045	792,596	35,000

### 2.4.3 NON-TIMBER VALUES

Two non-timber values will be analyzed as part of the plan:

- Grizzly Bear Habitat:  
The Foothills Model Forest Grizzly Bear model will be used in this analysis. Gord Stenhouse will be the primary contact for assisting in this analysis.
- Water Yields:  
Water yields will be analyzed using the University of Alberta's ECA model. Uldis Silins will be the primary contact for assisting in this analysis.

### 2.4.4 ROAD CORRIDOR PLAN

Sundre Forest Products Ltd. intends to develop a Road Corridor plan to access compartments that will be sequenced in the next twenty years. The intent of the road plan is to:

- Assess impacts on Grizzly Bear habitat
- Assess impacts of the harvest scenario on haul costs.

### 2.4.5 PREFERRED SCENARIO

Sundre Forest Products will be proposing an accelerated harvest to address the ASRD Prevention strategy. However, preliminary analysis indicates that the 25% target may not be achievable. The final preferred scenario will be primarily based on mill capacity. Harvest levels will be capped to meet Sundre Forest Products current mill capacity of 1.2 million m<sup>3</sup>. Similar constraints will be used in assessing harvest levels for the Quota and CTPP operators.

### 2.4.6 WEYERHAEUSER DTA

No change is anticipated for Weyerhaeuser (Drayton Valley). Their current AAC and sequence areas will be maintained as part of this plan.

## 2.5 Implementation

Once the Plan is approved, implementation will commence in May, 2007. The implemented plan will be consistent with the assumptions laid out in Plan along with the MPB Ground Rules.

The MPB Ground Rules approval is currently pending. However, they will become effective May 2007.

Field verification will be part of the implementation process. This will involve assessment or stands to ensure they meet the assumptions in the Plan. SFP and ASRD staff (MPB coordinator) will be responsible to ensure the proper sequencing of stands.

### **3 CONCLUSION**

Sundre Forest Products Ltd. must move quickly through the plan development in order to be ready for implementation in May 2007. The plan will continue to be revisited and adjusted as more information becomes available.

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**APPENDIX 1 MOUTAIN PINE BEETLE COMMUNICATION PLAN**

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# MOUNTAIN PINE BEETLE INFESTATION PREVENTION COMMUNICATION PLAN

Sundre Forest Products / Sustainable Resource Development

DRAFT October, 2006

## INITIATIVE

Sundre Forest Products in consultation with Sustainable Resource Development is developing a twenty year strategy to reduce by 75% the Mountain Pine Beetle (MPB) susceptible stands of pine within their forest management agreement (FMA) area. This project is designed to contribute to both ecological and MPB attack risk reduction goals.

Co-ordination of forest management planning and operations is needed to reduce the risk of future MPB infestation. All plans and operations will be guided by the *Mountain Pine Beetle Action Plan - Interpretative Bulletin* dated September 2006 which applies to the working forest land and views MPB as “a significant immediate and ongoing threat to the pine forest of Alberta”.

## BACKGROUND

Currently, the SFP FMA does not have an infestation of MPB; therefore, this strategy will be focused on prevention rather than control or salvage. The goal of this action plan will be (based on 3.0 ii of the Interpretive Bulletin):

- to modify the age class structure of pine forest,
  - to reduce the long-term susceptibility of MPB attack,
  - to implement the prevention strategies over 20 years,
  - to reduce the MPB susceptible pine stands by 75% and
  - to complete satisfactory planning by January 2007 and approval by March 2007.
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The Mountain Pine Beetle is endemic to the South-West Rocky Mountains of Alberta. Previous outbreaks, such as in 1979 in the Crowsnest, have resulted in large areas of pine affected. These outbreaks were controlled by weather and intervention of forest management plans.

In recent years the threat of a major MPB infestation has increased. The fire suppression activities on the landscape over the past sixty years have resulted in vast tracts of continuous mature (80 – 120 year old) pine stands. This loss of the natural age range of forest stands has provided prime habitat for the MPB. In addition, the overall general warming climate trend has increased the MPB beetle winter survival allowing the population to increase and expand northward. The population of MPB in British Columbia has successfully migrated into the Bow/Kananaskis corridor, Wilmore Wilderness and most recently the Grande Prairie region of Alberta. With infestation to the north, south and west of the SPF FMA, it is inevitable that the beetle will gain a foothold in the area unless an aggressive prevention plan is implemented.

Stakeholders on the Sundre Forest Products FMA include:

- Counties of: Clearwater, Mountain View,
- Towns of: Rocky Mountain House, Sundre, Caroline, Olds, Nordegg,
- City of Red Deer,
- First Nations,
- historical and cultural sites,
- numerous industrial operations –timber operators (CTP and Quota holders),oil and gas operators and the associated industrial facilities,
- numerous commercial operations - outfitter guides, trappers, eco-tourism,
- numerous recreationalists – OHV operators, hikers, hunters, fisherman,
- a variety of recreational facilities (including a number of campgrounds, interpretive viewpoints, and picnic areas) and
- Watersheds: Red Deer River, North Saskatchewan River

## **Public Environment**

In the wake of the devastation from MPB infestations in British Columbia and the current battle in Alberta, public awareness of the need to proactively manage susceptible pine forests is increasing. Local and regional stakeholders are generally positive when presented with a sound environmental rationale for any changes to forest management plans.

The increased timber industry activity which can impact access, aesthetics, wildlife habitat and the general forest health are a concern for all stakeholders. Experience with the development of forest management plans has created a knowledgeable pool of stakeholders.

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## Strategic Considerations

The SFP revised harvest plan needs to be linked to the Mountain Pine Beetle Action Plan - Interpretative Bulletin. Without the context of this long-term plan, individual harvest projects may appear ad-hoc or reactive

Communication of the provincial MPB Action Plan to Alberta's large urban centres including Edmonton, Red Deer and Calgary is important and will be communicated at the provincial level.

Communications around the SFP MPB Detailed Forest Management Plan Amendment is of regional scope but it must be coordinated with existing communication plans to ensure consistent messaging and avoid overwhelming audiences. Coordinating communications will help audiences see the projects as part of a larger plan.

Given the central location in the province and the accessible visible nature of most operations, Sundre Forest Products typically receives substantial stakeholder and media scrutiny regarding any of its Forest management practices.

## Communications Objectives

1. To present the forest management activities as part of a long-term coordinated plan whose goal is to reduce the potential threat of an MPB infestation.
2. To provide timely, coordinated communications to help stakeholders prepare for potential impacts from forest management activities
3. To ensure staff and stakeholders are enabled to obtain more information on forest management activities

## PUBLIC BENEFIT AND KEY MESSAGES

The risk to the pine forest from MPB in the SFP FMA will be reduced and forest health will be maintained.

### Key Mountain Pine Beetle Messages:

#### **Alberta's pine forests are threatened by an infestation of Mountain Pine Beetle.**

Currently, there is a major mountain pine beetle infestation in British Columbia and outbreaks along Alberta's Eastern Slopes including; both Banff and Jasper National Parks, the the Bow corridor in Kananaskis Country, Crowsnest Pass and the Grande Prairie Region. With beetle infestations to the north, south and west of the Sundre Forest Products (SFP) Forest Management Area (FMA) there is a high risk that the FMA will come under attack.

#### **Alberta has developed an action plan which will reduce the risk to the pine forests of Alberta.**

In response to the MPB threat, the Alberta Government has developed a Mountain Pine Beetle Action Plan which will guide forest companies in the preparation of future forest plans. Stands have been ranked based on the pine susceptibility, climate suitability and the proximity of current MPB infestations and the government target is to reduce these high ranking stands by 75% over 20 years.

#### **Pine on the Sundre Forest Products FMA is at risk**

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The Mountain Pine Beetle is always in our forests, however the risk of an epidemic increases as the amount and age of the pine increases. Also, it is normally kept under control by cold winters which kill off the larva lying under the bark. The accumulation of older pine and warmer than normal winters in recent years are significant factors contributing to the MPB infestation which has spread throughout B.C. and parts of Alberta and is threatening the SFP FMA. Mature pine provides prime habitat for the MPB and the SFP FMA is comprised of more than 70% pine, much of which is mature and over-mature.

**SFP's Proposed Action Plan will increase the pine harvest.**

The provincial goal of reducing the susceptible pine by 75% would mean an increase of allowable harvest of 55% which is likely beyond the milling capacity of the forest operators in the FMA.

SFP has evaluated their fibre sources and mill capacity and is developing an action plan with the harvest level increasing 45% over the next twenty years.

At the end of the 20 year period the allowable harvest will decrease to 25% less than it is today

**Sustainability**

At the epidemic level existing in B.C., the reforestation of areas that will not be harvested presents a serious problem to that province.

All areas harvested under this plan will be reforested to provincial standard and all harvesting operations will meet or exceed provincial regulations and ground rules.

**Other resource values will be protected.**

Grizzly Bear habitat needs will be considered and the impacts to water yield will be evaluated. The effectiveness and long-term impacts of the plan will be monitored by the Alberta government.

**SFP remains committed to it's people and communities.**

Following the completion of this 20 year government initiative, it is expected that the annual harvest volume will be reduced. SFP's intention is to continue to run operations at capacity and resume purchasing fibre from other sources. The SFP operations are currently highly competitive. Continued investment in technology will ensure the long term viability of the SFP facilities in the area.

**COMMUNICATION RESPONSIBILITIES:**

Communication of the Provincial Mountain Pine Beetle Action Plan and Interpretative Bulletin is a provincial responsibility and it is especially important that the provincial message is communicated to the large urban centers including Edmonton, Red Deer and Calgary.

The rationale behind the Mountain Pine Beetle Action Plan will also be explained in the region by Regional ASRD staff.

The linkage between the SFP amended forest management plan and the Mountain Pine Beetle Action Plan will be explained by SFP staff.

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Communications done in conjunction with existing communication plans to help audiences see the project as part of the Provincial MPB Action Plan. Regional ASRD staff will communicate with provincial staff to coordination.

SFP FMA typically receives substantial stakeholder and media scrutiny regarding any of its forest management practices. SFP and ASRD staff will work together to respond to this scrutiny.

## COMMUNICATIONS ROLL-OUT

### Introduction

Activity	Target	Required Materials	Date	Who
Briefing	Key stakeholders: SPIRT members	- Mountain Pine Beetle Mania Primer – pages 1-4 - Provincial MPB Risk maps - Information on: <i>Mountain Pine Beetle Action Plan - Interpretative Bulletin</i> September 2006 -Key Messages	Oct. 26, 2006	SFP staff _____ _____  SRD staff - Kevin Gagne - Rita Stagman
	Key stakeholders: SFP staff	- Mountain Pine Beetle Mania Primer – pages 1-4 - Provincial MPB Risk maps - Information on: <i>Mountain Pine Beetle Action Plan - Interpretative Bulletin</i> September 2006 - Key Messages	Oct. 24, 2006	SFP staff _____ _____
	Key stakeholders: SRD staff	- Review of SFP plans - Provincial MPB Risk maps - Information on: <i>Mountain Pine Beetle Action Plan - Interpretative Bulletin</i> September 2006 - Key Messages	Nov. 2, 2006	Kevin Gagne
	Key Stakeholders: CTP holders Quota holders	- Mountain Pine Beetle Mania Primer – pages 1-4 - Provincial MPB Risk maps - Information on: <i>Mountain Pine Beetle Action Plan - Interpretative Bulletin</i> September 2006 -FAQ sheets	Week of Oct. 30/06	SRD & SFP staff
	Key Stakeholders: MLA's	- Briefing Note to Minister - Meeting with Ty Lund, MLA -Meeting with Richard Martz	Week of Oct. 23 – 27/06	Bruce Cartwright Butch Shenfield
	NGO's	Meeting with local NGO member	To be arranged	Butch Shenfield

Activity	Target	Required Materials	Date	Who
Preparation of Information Package	<ul style="list-style-type: none"> <li>- Counties and towns councils</li> <li>- Other ministries – CD, Parks Canada</li> <li>- Schools</li> <li>- Watershed Alliances</li> </ul>	Key Messages, maps and photos	Nov. 3, 2006	ASRD & SFP
Information Package - m	<ul style="list-style-type: none"> <li>- Counties and towns councils</li> <li>- Other ministries – CD, Parks Canada</li> <li>- Schools</li> <li>- Watershed Alliances</li> </ul>	<ul style="list-style-type: none"> <li>- Mountain Pine Beetle Mania Primer – pages 1-4</li> <li>- Provincial MPB Risk maps</li> <li>- Information on: <i>Mountain Pine Beetle Action Plan - Interpretative Bulletin</i> September 2006</li> <li>-FAQ sheets</li> </ul>	Nov. 2006	Rita Stagman
Meeting	<ul style="list-style-type: none"> <li>SPIRT Members</li> <li>Schools</li> </ul>	<ul style="list-style-type: none"> <li>- Power Point presentation</li> <li>- Maps</li> <li>- MPB Primer</li> <li>- FAQ sheets</li> </ul>	As requested - Once information packages are received, staff can deliver presentation if more information is requested.	SFP staff _____ _____ SRD staff - Kevin Gagne
Media Release	<ul style="list-style-type: none"> <li>- General Public</li> <li>- Towns of RMH, Sundre, Nordegg, Olds &amp; Caroline.</li> <li>- City of Red Deer</li> <li>- Other commercial &amp; industrial operators</li> </ul>	- Information bulletin in local newspapers	Late Nov. 2006	Rita Stagman Kevin Gagne Communications  SFP staff

## Project Implementation

Activity	Target	Required Materials	Date	Who
Pre-project information	SRD staff - senior	Briefing note	1 week prior to plan's approval	Bruce Cartwright
	SRD & SFP staff	Project fact sheet	Upon plan's approval	Rita Stagman Kevin Gagne
	Key Stakeholders SPIRT CTP and Quota holders	Power Point presentation Site visit (varies with project) One-on-one discussions maps photo examples project fact sheet	Draft planning stage and upon plan's approval	SFP staff
Project Update	SFP & SRD staff MLA's SPIRT External Stakeholders	Project fact sheet Email notices/info bulletins Site tours	Start of work Ongoing as required End of work	SRD & SFP staff
	Affected stakeholders	Project fact sheet Email notices/info bulletins Site tours (larger projects)	Ongoing as required	SFP staff
	- General Public - Towns of RMH, Sundre, Nordegg, Olds & Caroline. - City of Red Deer - Other commercial & industrial operators	Public notice (local newspapers)  Signage  Media package Site tours	Start of work Ongoing as required End of work  Ongoing as required End of work  Start of work Ongoing as required End of work	Communications SFP & SRD staff

## CONTACTS:

Designated Spokespeople:

### **SFP Staff:**

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## APPENDIX 2 SPIRT TERMS OF REFERENCE

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# Terms of Reference

Reviewed and Ratified: November 8, 2000

(REVISED: July 18, 2005 to account for company name change)

## **PURPOSE, ROLE AND BACKGROUND**

The Sundre Forest Products Public Involvement Round Table (SPIRT) is established to provide organized and regular public input into Sundre Forest Products (SFP) activities related to forest planning and operations. The mission of SPIRT is to give advice and direction to SFP and Alberta Environment to ensure that integrated forest resource management is practiced to sustain the health and integrity of the land and forests for future generations. The round table group is established to select issues, consider and recommend actions and policies to SFP. The round table group will operate as an advisory body, not a decision making body. Issues will be addressed through consultation and SFP will respond to the recommendation(s). This will include reasons for acceptance, modification or rejection.

SPIRT may also provide public perspectives to Sundre Forest Products relating to Sustainable Forest Management (SFM) as described by the Canadian Standards Association Standard Z809. Input from the group will be considered in the determination of values, goals, indicators and objectives, as well as on the implementation of the SFM system. The sub-committee is not a decision making body, and SFP will retain the right to make management decisions according to the intent, and under the guidance of, the SFM system. The input provided to the system is essential to the longer-term objective managing the Defined Forest Area (DFA) in a sustainable manner for many features and uses.

## **SCOPE**

SPIRT is established to provide input relating to the SFM system as it is developed and evolves for the DFA. SFP's SFM system is a voluntary process designed to maintain certification under the CAN/CSA Z809 standard.

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## REPRESENTATION AND PUBLIC ACCOUNTABILITY

It is intended for SPIRT to represent a cross section of values held by the local residents of the DFA. The input from these representatives will enhance the integration of SFP's activities with the management of other resources and values.

With representation from interested community groups and individuals, the committee is publicly accountable, and must be able to respond to inquiries from the members of each individual constituency and members of the community at large.

## ROLES AND RESPONSIBILITIES

### **SPIRT Members**

Develop knowledge of SFP's forest management activities

Provide input and advice on their respective values and to develop an understanding of local issues

Seek opportunities to address and resolve issues

Support effective communication between SPIRT members and the general public

Sundre Forest Products

Provide access to data and resources where reasonable

Seek opportunities to address and resolve issues

Support effective communication between SPIRT members and the general public

To facilitate SPIRT meetings by providing facilities, equipment, secretarial services, personal expenses etc. as required

Conduct questionnaires with SPIRT members at least every two years to determine that the SPIRT process is operating in a satisfactory way and to assess whether changes might be required.

Alberta Environment

Act as a resource on technical information, policy or regulation

Seek opportunities to resolve or address issues

Support effective communication between all stakeholders and the general public

Address concerns that are beyond the scope of the mandate of SPIRT

### **All Members will try to:**

Listen to others' opinions

Understand others' views

Speak directly

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## Membership

Members will be selected by SFP on the advice of the committee to achieve a cross section of community interests. It is acknowledged that all members represent informal community interests through their personal relationships and involvement with organizations other than those they might be most identified with representing.

Opportunities will be provided for the addition of new members or alternates to SPIRT members upon expression of interest and acceptance by existing members of SPIRT.

The terms of reference will be reviewed by SPIRT at any time, provided the group has agreed to the review. Changes must be agreed to by consensus of SPIRT.

The success of SPIRT depends entirely on the integrity of its members. The following terms of participation are minimum expectations for members of the round table committee. By respecting these terms, the members will ensure that SPIRT remains effective and worthy of the time and effort required by the membership.

In the interest of continuity, it is expected that SPIRT members will attempt to be in attendance at all meetings of SPIRT.

Members are expected to speak honestly, while maintaining respect for other members of the committee. Members should be clear about their feelings on an issue. Members should also be careful to delineate between substantiated facts and observations, opinions, assertions and value judgments.

Members are expected to show respect for each other's time and personal integrity. Respect means listening carefully with the intent of clearly understanding what the other is saying before responding. It means treating one another with at least professional cordiality and deference, even if there is disagreement over stated positions on an issue.

Members are expected to participate in good faith, in agreement with the intended purpose of the group. Members should be prepared and willing to work with others to achieve the group's stated objectives.

### Dispute Resolution

The following process will be used to resolve disputes. Through all discussions, members will respect the opinions and positions of other members. The first step in the dispute resolution process will include discussion and clarification of all points of view relating to the subject of dispute. Secondly, the apparent common ground (if any) will be established. Thirdly, an attempt to gather further information or input will be initiated. The focus of the group will be to try to find a way to meet the concerns of all committee members and move the process forward.

## MEETINGS

A chairperson chosen by the SPIRT membership will chair meetings. Chairperson selection will be reviewed on an annual basis

The round table group will define the meeting schedule. At least two meetings will be scheduled for each the fall and spring with further meetings added on a need as required basis.

Agendas will be sent out in advance of all meetings.

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Meeting summary notes will be taken of all meetings highlighting such matters as the areas of discussion, assignments to subcommittees, tasks to be undertaken by individuals or organizations and any emerging areas of agreement will be kept of all SPIRT and subcommittee meetings. SPIRT or subcommittee sessions will not be recorded verbatim by electronic or other means.

The location of the meetings will rotate between Rocky Mountain House, Caroline and Sundre in order to balance distances traveled for each SPIRT member. Other locations could be chosen based on agreement of SPIRT.

Members will attempt to keep well informed on the subject matter, and come to the meetings prepared to discuss the issues summarized on the agenda.

## **PROCEDURAL PROVISIONS**

SPIRT will operate by consensus. Consensus is defined as: “a decision making process in which all parties involved explicitly agree to the final decision. Consensus decision making does not mean that all parties are completely satisfied with the final outcome, but that the decision is acceptable to all because no one feels that his or her vital interests are violated by it.” - The Center for Conflict Resolution, Madison, WI.

It is important for the chairperson to ensure input from all members around the table.

Subcommittees may be formed to address particular issues or to perform specific tasks. These subcommittees will be formed and the composition determined by consensus of SPIRT. Subcommittee membership may include participants who are not members of SPIRT. SPIRT will determine the scope of work of subcommittees.

Groups or individuals wishing to make a presentation shall contact either SFP or a committee member. If a committee member is contacted, they will then contact either the SPIRT chairperson or SFP to ensure that the information is included on the meeting agenda.

Members who feel that they are no longer able to participate in good faith, on the basis of the Terms of Reference, are expected to voluntarily withdraw from the membership. Failing that, SFP and SPIRT majority reserves the right to dismiss committee members who do not abide by the Terms of Reference.

## **COMMUNICATION**

It is important that the public is kept informed and up to date on the discussions being held by SPIRT. A summary statement describing the progress made by the group will be prepared at the end of each meeting by SFP for distribution to the local media in Rocky Mountain House, Sundre and Caroline.

Members from SPIRT, SFP and/or Alberta Environmental Protection will not characterize the positions or suggestions of other members in their discussions with the public or media.

## **FUNDING, EXPENSES AND REMUNERATION**

SFP will be responsible for the funding of SPIRT.

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SPIRT members whose participation is not part of their regular employment will be eligible for reimbursement of out of pocket expenses incurred to attend meetings of SPIRT. Out of pocket expenses incurred during travel and possibly overnight accommodations required for attending meetings are viewed as very important items necessary for reimbursement.

The rate for vehicle travel will be \$0.32/kilometer.

The reimbursement of expenses shall not automatically apply to every member of SPIRT. The intent is to cover the expenses for members who are not "covered" by their member organizations.

A member is free to choose to apply for reimbursement of expenses. A member may choose not to claim these allowances for personal reasons.

SFP will provide funding (to an agreed level with SPIRT input) for independent review or presentations as requested by SPIRT.



## SPIRT MEMBERS LIST

<b>Name</b>	<b>Value</b>
Andersen, Don	Trout Unlimited Canada
Bague, Jim	Town of Rocky
Kennedy, Lisa	Oil and Gas
Denney, Peter	SFP, Woodlands
Ellefson, Martin	SFP, Sawmill
Gagne, Kevin	LFS
Garnick, Carole	Non-motorized Recreation
Graham, Earl	Clearwater County
Graham, Vance	Grazing/MTU
Gustavson, Gerald	Trapping
Held, Bob	SFP, Woodlands
Hindbo, Lorne	Guide/Outfitting
Kennedy, Larry	Tourism
Kure, Colin	Hunting
Laslo, Jerry	First Nations (Sunchild)
Lerach, Ward	SFP, Sawmill
Neale, Greg	SFP, Woodlands
Rakach, Calvin	Motorized Vehicle User
Savage-Howe, Ninette	SFP, Woodlands
Shea, Arnie	Mountainview County
Toone, Pat	Town of Sundre

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